

High Sick Leave Consumption Metro Parks & Recreation



KPI Owner: Nancy Ray

Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: CY14, Avg 90 per month	Data Source: Payable Time Peoplesoft	Plan-Do-Check-Act Step 4: Generate and prioritize potential solutions
Goal: Reduce the high number of employees by 10% of same month in previous year	Goal Source: Enterprise KPI for productivity	Measurement Method: # of employees who used 9 or more out of 12 sick ¹ days in a 12 month period; rate calculated by dividing by total employees
Benchmark: 11% LMG Top Quartile Oct2014	Benchmark Source: OPI sick leave study	Why Measure: Promote a culture in which sick time is used appropriately
		Next Improvement Step: Working with a cross-functional team of HR administrators to discuss/research best practices to improve sick policy and procedures.

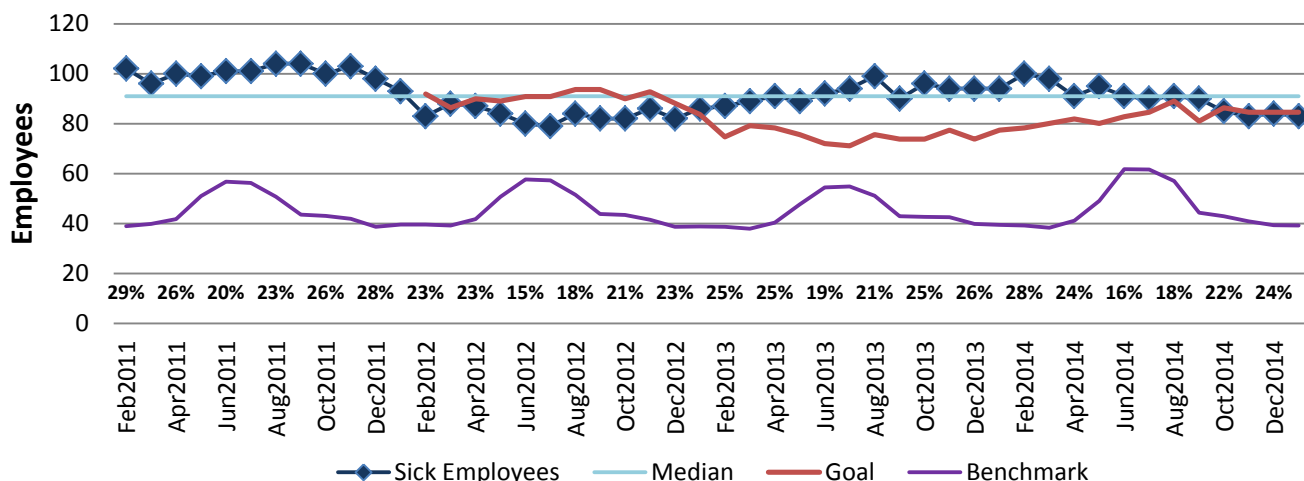
How Are We Doing?

Feb2014-Jan2015 12 Month Avg Goal	Feb2014-Jan2015 12 Month Average		Jan2015 Goal	Jan2015 Actual	
83	90		85	83	
Employees	Employees		Employees	Employees	

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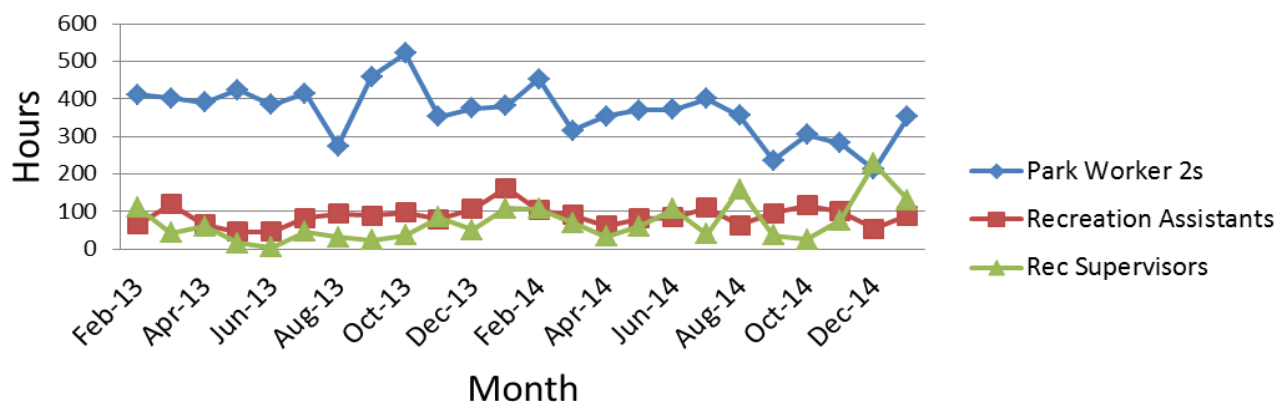


Good



Sick Time Use of Top 3 Position Descriptions

February 2013 - January 2015



Report Generated: 03/06/2015

Data Expires: 03/10/2015

¹A "day" is typically defined as standard hours per week divided by 5 unless otherwise stated in a union contract

Monthly Measurement

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